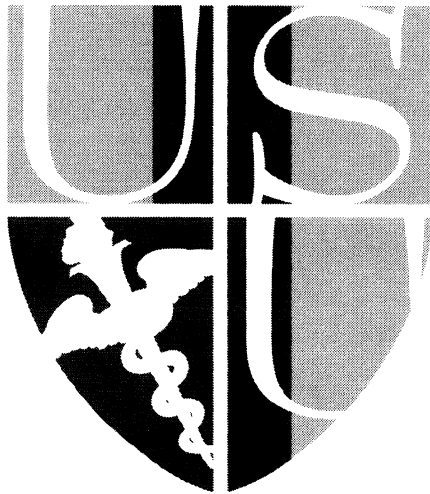


**USUHS
INSTRUCTION
1304**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Military Leave Program

Instruction 1304

(BDE)

DEC - 7 2004

ABSTRACT

This instruction outlines the administration and management of the Military Leave Program. It summarizes information from Service specific regulations to provide guidance in carrying out the Military Leave Program at the Uniformed Services University of the Health Sciences (USUHS) and the Armed Forces Radiobiological Research Institute (AFRRI).

A. Purpose. This Instruction reissues USUHS Instruction 1304^a and provides guidance and establishes policies for leave which will:

1. Be consistent with the requirements of the Directives issued by the separate Services, AR 630-5^b, NAVMILPERSMAN 3020060, 3020080, and 3030200^c, AFI 36-3003^d, PHS Personnel Instruction 2^e, and Marine Corps Publication P1050.36^f.

2. Provide respite from the work environment to improve performance and increase motivation in support of the all volunteer force objectives.

3. Ensure maximum use of earned leave, minimize the loss of leave, and to the maximum extent, reduce the costs of payments for unused accrued leave.

B. References. See *Enclosure 1*.

C. Applicability and Scope.

This Instruction applies to Army, Navy, Air Force, Marine Corps, and Public Health Service personnel assigned to USUHS and AFRRI.

D. Policy.

1. Leave is intended primarily as a paid vacation to be used for travel, recreation, and diversion from day-to-day responsibilities and pressures of duty. It affords members authorized absence from duty, with full pay and allowances, for personal reasons and for emergency situations. Leave should be used annually as it accrues, not only for the maximum benefit of the member, but also to preclude loss of leave at the fiscal year-end balancing of leave accounts. An aggressive leave program at all levels is an essential military requirement. Annual leave programs are established to provide the opportunity for all personnel to take leave as it accrues, subject only to the constraints of operational requirements and curriculum requirements at USUHS and AFRRI.

2. Advance leave is a means whereby members with no leave, or limited leave accrued, may be granted leave to resolve emergency or urgent personal morale problems. Personnel in this category will coordinate directly with their supervisor and the Military Personnel Office (MPO) for

their service specific requirements. Medical students are required to coordinate all leave with their appropriate Company Commanders. To avoid an excessive deficit leave balance, advance leave will be limited to the minimum amount of leave needed. Fourth year students will be limited in the amount of advance leave, which may be granted, to the total amount of leave they will accrue by graduation.

E. Responsibilities.

1. Consistent with University commitments and requirements, the Brigade Commander (BDE), Commandant and Department Heads will:

- a. Strongly encourage the use of leave.
- b. Provide opportunities for military members to use leave, including one period of 14 days or longer each year.
- c. Counsel members who refuse to take leave when the opportunity is afforded, regarding their obligation to support the Military Personnel Leave Program.
- d. Approve leave requests consistent with USUHS and AFRRI policies.

2. Individual service members will:
a. Familiarize themselves with the contents of this Instruction.


b. Plan annual leave schedules with their supervisors to integrate with the USUHS and AFRRI calendars and work loads.

c. Submit routine leave requests in a timely manner.

3. The Director, MPO, will be responsible for the administration of the Military Personnel Leave Program pertaining to the individual Service policies. Forms for the authorization and accountability of leave will be maintained by the MPO. All requests for leave from staff and faculty will be processed through that office. All requests for leave from Medical Officer Students will be processed through the Company Commanders who will forward them to the MPO. Requests for leave for third and fourth year students, when in conjunction with a Temporary Duty (TDY) assignment, must be coordinated through the Registrar's office, and sent to the appropriate company commanders, and finally the MPO.

F. Procedures. *See Enclosure 2.*

G. Effective Date. This Instruction is effective immediately.


Larry W. Laughlin, M.D., Ph.D.
Interim President

Enclosures:

1. References
2. Procedures

REFERENCES

- (a) USUHS Instruction 1304, "Military Leave Program," dated 18 May, 1995 (hereby cancelled)
- (b) AR 600-8-10, "Leaves, Passes, Administrative Absence and Public Holidays," dated 1 July, 1994
- (c) NAVMILPERSMAN 3020060, "Policy Concerning Granting of Leave," 3020080, "Leave for Military Personnel," and 3030200, "Armed Forces Liberty Pass," dated 22 August, 2002
- (d) AFI 36-3003, "Military Leave Program," dated 12 January 2004
- (e) PHS Personnel Instruction 2, Chapter CC29.1, "Annual Leave," dated February 1998

PROCEDURES

1. Approval:

a. Staff and Faculty:

(1) Army: Supervisor recommends approval/disapproval and BDE provides final approval authority.

(2) Navy: Request is forwarded through supervisory chain for recommended approval/disapproval with the BDE providing final approval/disapproval authority.

(3) Air Force: Immediate Supervisor is the approval authority, except for Terminal/Transitional leave which is approved by the BDE.

(4) Marine Corps: The immediate Supervisor recommends the approval/disapproval and the BDE provides final approval authority.

b. Medical Students:

Company Commanders are the approving authority.

2. Sign-out:

a. Members will pick up their copy of the leave form from the MPO.

b. MPO will sign members out on leave according to the dates annotated on the leave form.

3. Sign-in:

a. Navy: All members will report to the MPO within the first three duty days after the last day of their chargeable leave.

b. Army, Air Force, and Marine Corps: All members will report to the MPO on the first duty day after the last day of their chargeable leave.

NOTE: Air Force Medical Students will also report to the Air Force Company Commander. This is an Air Force requirement only and not required for the Army, Navy, or Public Health students.

4. Corrections:

a. Navy: Any corrections must be reported to the MPO within 10 duty days after the date of return.

b. Army: Any corrections must be reported to the MPO on the first duty day after the date of return.

c. Air Force: Any corrections must be reported to the MPO within three (3) duty days after the date of return.

d. Marine Corps: Any corrections must be reported to the MPO on the first duty day after the date of return.